

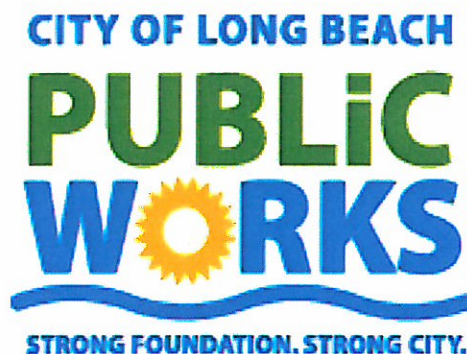
CITY OF LONG BEACH
MANAGEMENT OPPORTUNITY

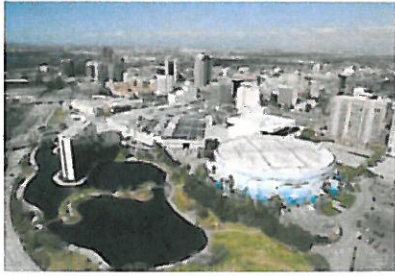


**SAFETY & DISASTER
PREPAREDNESS OFFICER**

PUBLIC WORKS DEPARTMENT

Join Our Team Today!





City of Long Beach

Long Beach is a full service City providing customary municipal services through departments such as police, fire, public works, development services, library and parks, recreation and marine. In addition to the traditional municipal services, the City also includes enterprise operations. The City owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Long Beach is governed as a charter City and operates under the council-manager form of government. The City Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four year terms. The Council appoints the City Manager who manages the daily affairs of the City and oversees the administration of the 13 City Departments. The City has over 5,000 employees and a total budget of \$2 billion (\$374 million in the General Fund).

THE DEPARTMENT

Whether driving on a City street or walking in the shade of a tree lined sidewalk, riding your bike or throwing away your garbage, the Public Works Department provides a diverse range of services that impact lives on a daily basis. Often taken for granted, these services are critical to the residents and visitors of Long Beach. The Public Works Department strives to operate, preserve, and enhance the City's physical infrastructure and transportation systems. The Department provides a variety of services to the community including the repair, rehabilitation and general upkeep of City streets, trees, sidewalks, and structures. The Department also provides refuse, street sweeping, and emergency support services throughout the City.

The Public Works Department is comprised of four Bureaus: Engineering, Public Service, Environmental Services, and Fleet Services. A Manager, who reports to the Director of Public Works, leads each Bureau. The Budget, Personnel and Communications Divisions also report to the Director. The Department is one of the largest departments in the City of Long Beach with approximately 640 employees. Additional information on the Department can be found on our website at www.longbeach.gov/pw

THE POSITION

This at will position reports to the Public Service Bureau Manager and is responsible for administering the Department's safety and emergency preparedness programs. The Safety & Disaster Preparedness Officer is responsible for developing, communicating and implementing comprehensive Department emergency response and occupational safety and health programs, which includes implementing innovative, compliant, cost-effective solutions for operational issues that present technical and regulatory challenges. The incumbent will also be responsible for administering the safety and disaster training for the Department. This involves reviewing the training needs of the Department, as well as developing and conducting training classes in-house or coordinating with external vendors.

The Safety & Disaster Preparedness Officer is the lead person for all occupational safety and health matters and works with the City Safety Officer to act as a liaison with regulatory agency representatives such as Cal-OSHA, Fed-OSHA, and South Coast Air Quality Management District (SCAQMD) as it pertains to Department issues. The functions of the position also necessitate close interaction with the Long Beach Fire and Police Departments, as well as emergency managers from various counties.

The position requires a high degree of technical expertise in disciplines such as engineering, system operations, industrial hygiene, hazard analysis, and statistical analysis in order to evaluate potentially hazardous conditions and/or work practices in order to provide technical support and professional advice. The Safety & Disaster Preparedness Officer is ultimately responsible for providing high level technical and policy advice to senior management in establishing and evaluating long-range Department objectives, policies and procedures as they relate to safety and disaster preparedness.

Challenges include facilitating change of a workforce with decades-old traditions of work practices, procedures and habits and developing strategies to motivate the workforce to change work practices by adopting state of the art safe work practices as their own.

Examples of duties include:

- Develops and implements written safety programs and procedures for the department, including the injury and illness prevention program, code of safe work practices and emergency preparedness;
- Performs job hazard analyses to properly identify and evaluate occupational hazards;
- Identifies and coordinates Department safety training needs and develops costs-effective strategies for implementation;
- Develops, executes and oversees the disaster preparedness program;
- Acts as the Department representative in the coordination of emergency programs with other City departments and outside agencies;
- Responds to serious employee accidents and is on-call for other safety-related emergencies;
- Monitors and maintains safety records;
- Represents the Department and participates in Citywide safety committee meetings and functions;
- Acts as the Department liaison with Cal/OSHA and other regulatory agencies through various means, including coordination of safety meeting, training updates, and site visits; and,
- Recommends measures for corrective action and program improvement.

THE IDEAL CANDIDATE

The ideal candidate will embody the attributes of principled leadership: trusteeship, values, ethics, commitment, honesty, involvement, and vision. The Safety & Disaster Preparedness Officer will be a senior level manager with a demonstrated ability to provide strong leadership in a changing government environment, who has strong safety and emergency preparedness experience. The successful candidate will possess strong analytical and interpersonal skills, and serve as a valuable resource throughout the City's organization. A strong customer service orientation; a history of effective partnerships and problem solving; and the ability to fit well within an energetic and dedicated team are particularly important traits. This position requires a hands-on manager who has strong technical knowledge, business writing and presentation skills, a manager who is not afraid to roll-up his/her sleeves to get the work done. Experience in organizations of similar complexity and structure with similar challenges is desirable.

Experience

A minimum of five years of progressively responsible experience in the principles and practices of safety and emergency preparedness.

Education/Certification

Graduation from an accredited college or university with a Bachelor's Degree in Industrial Safety, Occupational or Environmental Health, Business Administration, Public Administration, or related field is required. A Master's Degree is highly desirable, but not required. City experience is highly desirable, but not required. A valid California Driver License is required for this position.

Professional Attributes

The professional attributes that best describe the new Safety and Disaster Preparedness Officer include the following:

- Ethical with a high level of integrity.
- Participative and inclusive management style
- Embraces ideas and contributions from others.
- Self motivated
- Dedicated to quality service
- Direct communicator with superior interpersonal skills.
- Exercises good judgment
- Effective negotiator.
- Creative, strategic thinker.
- Results oriented.
- Strong technical skills, with knowledge of the laws and regulations concerning occupational safety and OSHA

APPLY TODAY FOR THIS CHALLENGING AND EXCITING OPPORTUNITY
Safety & Disaster Preparedness Officer

THE COMPENSATION AND BENEFITS

The salary for this position is \$66,756 - \$100,134. Initial salary appointment will be made based on the candidate's experience and background.

Retirement – CalPERS 2.5% at 55, coordinated with Social Security. **Vacation** – 12 days after one year of service; maximum of 20 days after 19 ½ years of service. **Executive Leave** – Five days per year. **Holidays** – Nine designated holidays per year, plus four personal holidays. **Sick Leave** – 12 days per year. **Bereavement Leave** – Three days for death or critical illness of family member plus three days of accrued sick leave. **Health Insurance** – Several options are available for employee and dependents (one HMO, two POS and three indemnity plan options). **Dental Insurance** – Two plans available for employee and dependents. **Life Insurance** – City paid life insurance policy of \$20,000, plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000. **Disability Insurance** – City paid short and long term insurance. **Deferred Compensation** – Available through ICMA-RC Financial and Retirement Planning. **Auto Allowance** - up to \$425 per month.

THE APPLICATION AND RECRUITMENT SCHEDULE

The filing deadline for this recruitment is November 30, 2009. To be considered for this opportunity, applicants must submit a current resume and cover letter that reflect the scope and level of current/most recent positions and responsibilities, including salary history. Candidates must also complete the supplemental questionnaire. The supplemental questionnaire may be obtained at www.longbeach.gov/pw or by contacting Cynthia Stafford, Personnel Officer, at (562) 570-4686 or via email at cynthia.stafford@longbeach.gov. Application packets must be received by 5:00 p.m. on November 30, 2009, at the following address:

Cynthia Stafford, Personnel Officer
Public Works Department
2929 East Willow Street
Long Beach, CA 90806

Following the final filing deadline, all applications and supplemental questionnaires will be evaluated to determine the most qualified applicants. The most qualified applicants may be preliminarily interviewed. Those individuals determined to be the best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough background and reference check. Candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Public Works Department, Personnel Services Division at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570-4686.

**THE PUBLIC WORKS DEPARTMENT IS AN EQUAL OPPORTUNITY
EMPLOYER. WE VALUE AND ENCOURAGE DIVERSITY IN OUR
WORKFORCE.**